

WORK TIME ADJUSTMENTS FOR THE GO-LIVE CONVERSION PERIOD

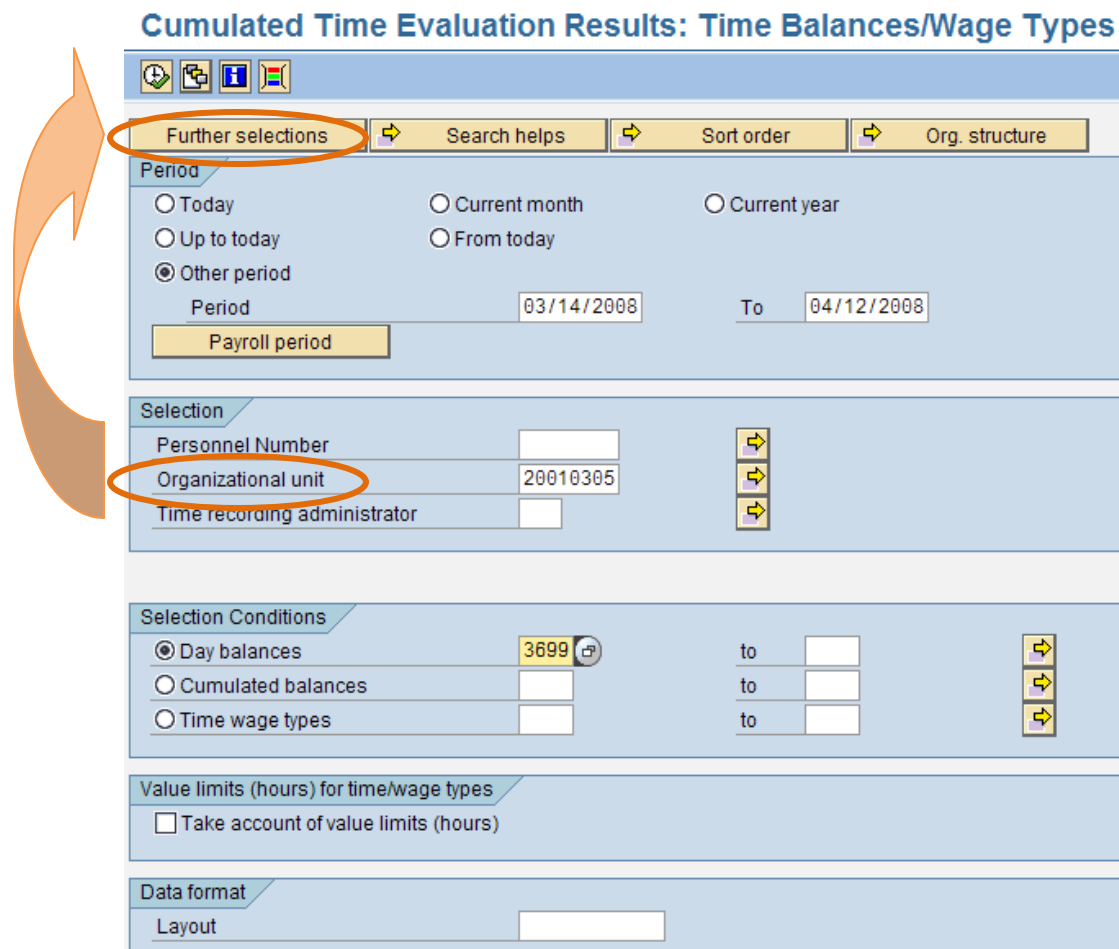
The proper calculation of overtime and leave offsetting in the conversion overtime period was dependent upon the system knowing how much Time Worked occurred in March 2008. This document describes how to check that the system had the proper numbers for these calculations, and if not, how to make an appropriate adjustment

You need to begin with a list of the Personnel Numbers being checked or a list of Org Units. This will be easier when working with smaller groups of employees, such as by Org Unit or facility.

Gather the hours of work for these employees from the paper timesheets, or source documents, for the OT period that crosses from March into April 2008. "Hours of work" includes any time actually worked including callback, but not paid leave hours. Store these values in a spreadsheet with a row for each employee. Sorting by Personnel Number will work best, with one row per personnel number.

RUN PT_BAL00

Cumulated Time Evaluation Results: Time Balances/Wage Types



Further selections **Search helps** **Sort order** **Org. structure**

Period

☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☒ Other period

Period To

Payroll period

Selection

Personnel Number
Organizational unit
Time recording administrator

Selection Conditions

☒ Day balances to
☐ Cumulated balances to
☐ Time wage types to

Value limits (hours) for time/wage types


☐ Take account of value limits (hours)

Data format

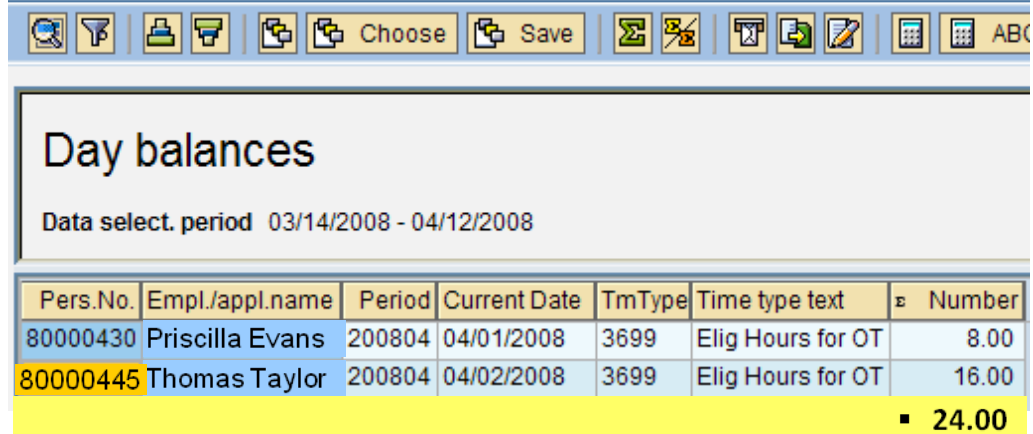
Layout

1. Enter the same date in the **Period** and **To** fields. The date should be the last day of the overtime period that crosses from March into April 2008. For example, use 4/12/08 for the last day of the DOC 28-day OT period that crosses the conversion date.
2. Enter the **Personnel Number(s)**, or the **Org Unit(s)** as appropriate.

NOTE: You will have to add the Org Unit selection field using the **Further selections** button.

3. Enter the **Day Balance** value **3699**.
4. Click the Execute icon  to run the report.

Cumulated Time Evaluation Results: Time Balances/Wa



Pers.No.	Empl./appl.name	Period	Current Date	TmType	Time type text	Number
80000430	Priscilla Evans	200804	04/01/2008	3699	Elig Hours for OT	8.00
80000445	Thomas Taylor	200804	04/02/2008	3699	Elig Hours for OT	16.00
						▪ 24.00

5. Copy these figures into a new column in the spreadsheet that contains the hours of work from the paper timesheets. You can export this report to excel. You can also use **(Ctrl) + Y** keys to select and then copy and paste. The Access database application can be used to match up the data to the PERNRs on the other spreadsheet. This can be done without Access, but it is just a little more trouble.
6. Compare the hours of work from the paper timesheets to the values from Time Type 3699.
 - If the two figures are the same, no further adjustment is needed.
 - If the two figures are different, then an Infotype 2012, subtype ZWDJ is needed. 2012's are created by HR Master Data Maintainers using transaction PA30.

RUN PA30

Now you will make the changes on Infotype 2012. For additional information, you can also refer to the BPP on the BEACON University Help website. Here is the path: *Human Resources > Time > Pre-SAP Work Time Adjustment PA30*

Maintain HR Master Data

Personnel no. 80000445
 Name Thomas Taylor
 EEGroup A SPA Employees PersA 4201 Correction
 EESubgroup B1 FT S-FLSAOT Perm CostC 4299999999 DOC


Basic Personal Data Payroll Benefits **Time** Addtl. Personal Data

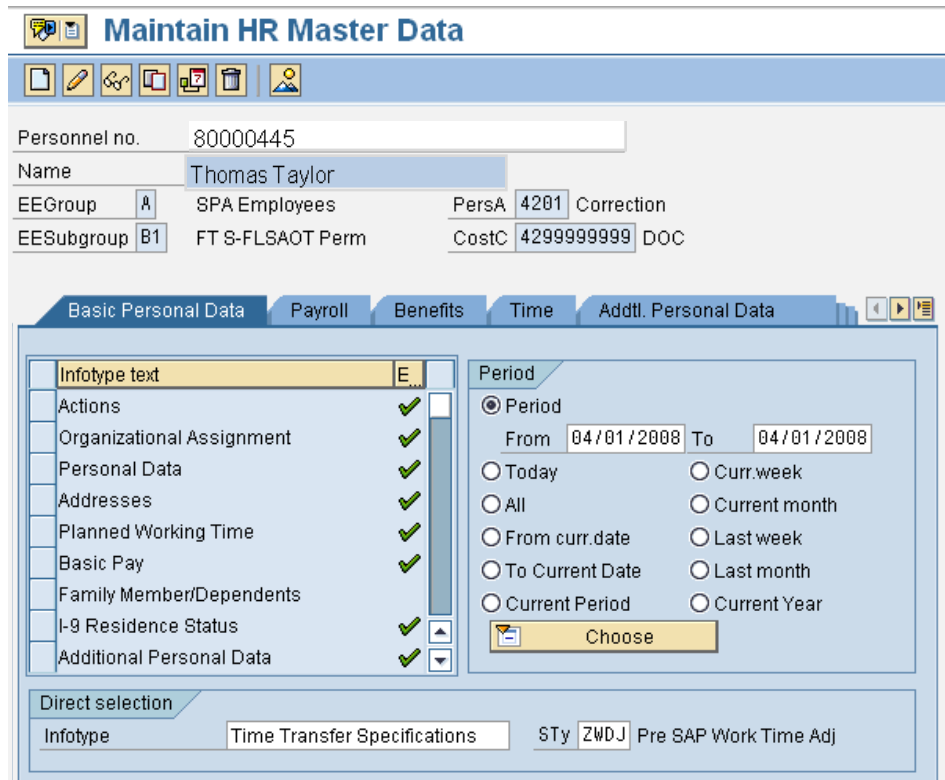
Infotype text E

Actions ✓
 Organizational Assignment ✓
 Personal Data ✓
 Addresses ✓
 Planned Working Time ✓
 Basic Pay ✓
 Family Member/Dependents ✓
 I-9 Residence Status ✓
 Additional Personal Data ✓

Period
☐ Period
 From To
☐ Today ☐ Curr.week
☒ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
 Choose

Direct selection
 Infotype 2012 Time Transfer Specifications ZWDJ Pre SAP Work Time Adj

1. Select the **All** radio button in the Period section.
2. Enter **2012** in the infotype field. The text name displays after clicking or pressing Enter.
3. Enter **ZWDJ** in the STy field.
4. Click the **Overview** icon.  If there are no existing ZWDJ records, then you will need to "Create" one.



Maintain HR Master Data


Personnel no. 80000445
 Name Thomas Taylor
 EEGroup A SPA Employees PersA 4201 Correction
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Basic Personal Data Payroll Benefits Time Addtl. Personal Data

Infotype text E...
 Actions ☒
 Organizational Assignment ☒
 Personal Data ☒
 Addresses ☒
 Planned Working Time ☒
 Basic Pay ☒
 Family Member/Dependents ☒
 I-9 Residence Status ☒
 Additional Personal Data ☒

Period
☒ Period
 From 04/01/2008 To 04/01/2008
☐ Today ☐ Curr.week
☐ All ☐ Current month
☐ From curr.date ☐ Last week
☐ To Current Date ☐ Last month
☐ Current Period ☐ Current Year
 Choose

Direct selection
 Infotype Time Transfer Specifications STy ZWDJ Pre SAP Work Time Adj

5. Click the **Period** radio button and enter 4/1/08 for the From and To dates. All ZWDJ records must be dated 4/1/08.
6. Click the **Create** icon. 



Create Time Transfer Specifications (2012)

Personal work schedule Activity allocation Cost assignment External s

Object manager scenario: EMPLOYEE
 Person
 Collective search help
 Search Term
 Free search

Personnel No 80000445 Name
 EE group A SPA Employees Personnel ar
 WS rule D01N086N MTWVHF-8,SaS-O
 Start 04/01/2008 To 04/01/2008

Time transfer specification
 Time transfer type ZWDJ Pre SAP Work Tir
 Number of hours -3.75 Hours

7. Enter the **amount of the difference** in the **Number** field.
 - If the 3699 figure was too low, just enter the difference.
 - If the 3699 figure was too high, enter the difference with a negative sign. (i.e., -3.75)
8. Click **Save**.

The new 2012 record will trigger the next run of Time Eval to recalculate back to 4/1/08, taking the adjustment into consideration.